

To: Jana Clark (clark.jana@epa.gov)[clark.jana@epa.gov]
From: McGrath, Patricia
Sent: Tue 1/9/2018 3:54:18 PM
Subject: help with conf roome

Hi Jana-

I am trying to reserve a conference room in seattle for jan 18 from 9 – 4.

This is for the meeting that I am traveling to Anchorage to. Five to 10 folks from the seattle office will be calling in.

It appears that the only way to reserve a room is by trial and error and most seem full and I am running out of time before the days meetings start.

Could you please see if you can find a Seattle conference room that could hold 10 people and also has a large computer screen so that a webinar is possible? This is for the Pebble pre-scoping meeting.

Alternately, is there someone in seattle that can help with this? I am never sure who to reach out to.

Thanks - Patty

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